

Procedure: <i>Obtain Resources</i>	
Issue Date: January 9, 2001	Procedure ID: <i>P-PM-090</i>
Supersedes: May 5, 2000	Rev/Change 2.1

1. **Purpose:** To fill the roles identified for the project with qualified personnel, and secure all needed equipment and facilities. This activity continues throughout the life of the project.
2. **Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.
3. **Responsibility:** Contractor Project Manager
4. **Support:** Human Resources, Facilities, Purchasing, Engineers, Upper Management
5. **Invoked By:** Standard Process
6. **Inputs:**

Roles and Responsibilities Form-	S-PM-070
Organizational Chart-	Defined in the Glossary (Appendix G)
Labor Grade Breakdown-	Defined in the Glossary (Appendix G)
7. **Outputs:**

Organizational Chart-	Defined in the Glossary (Appendix G)
Training Records-	Glossary
8. **Procedures Invoked:**

Purchase Order Process-	P-GP-080
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9. **External Procedures Referenced:**

Corporate Financial Instructions

10. **Procedure Steps:**
 - a) The Contractor Project Manager reconfirms the commitment of key personnel and when they will report to the project.
 - b) The Contractor Project Manager, with assistance from Human Resources, identifies staff that need to be hired in the near term (writes job descriptions, fill out "Position Requisition", post job openings, solicit resumes, contact headhunters, conduct interviews, negotiate salaries and relocation, etc.). If the Contractor Project Manager turned in a staffing profile to Human Resources earlier in the process, they will have already begun the process of locating potential employees. Human Resource procedures for these activities should be followed.
 - c) The Contractor Project Manager hires needed personnel with the coordination of Human Resources. Engineers may help interview and Upper Management must approve all hires.
 - d) The Contractor Project Manager updates the Organizational Chart in the Project Records.

- e) The Contractor Project Manager obtains the training record for the personnel on the project and places them in the Project Notebook.
- f) The Project Manager, with assistance from Facilities, obtains office space, network access, furniture, equipment, and telephones for project personnel. If the Contractor Project Manager turned in a list of required resources earlier in the process, Facilities will have already begun the process of obtaining resources and locating facility space. Facilities procedures for these activities should be followed. On GFE contracts the Contractor Project Manager coordinates with the Government Facilities POC.
- g) The Contractor Project Manager sets up the charge numbers to cover the work of the project.
- h) Purchasing, with assistance from the Project Manager, places Purchase Orders for vendor and Subcontractor resources (P-GP-080). The Contractor Project Manager places all appropriate documents generated from these activities in the Project Records.

11. Notes: N/A